

M. **Exhibitor-Appointed Contractors:** Exhibitors using outside contractors to provide any service at the Show are required to fill out the online Exhibitor-Appointed Contractor (EAC) Request Form at EACA's website at www.eaca.com. EACA is IHA's official EAC representative. Exhibitors may not register contractors for exhibitor badges. Exhibitors or EAC's found in violation will be held accountable.

N. **Video Taping:** All video taping must be approved by IHA. Please call +1-312-791-6113 for information. Exhibitors arranging for video taping must fill out the online **Exhibitor-Appointed Contractor (EAC) Request Form** at www.eaca.com.

When arriving on-site, Exhibitor-Appointed Contractors must obtain their labor button and photography ribbon from the Show Office, Level 4, Room N426ab, in the North Building.

O. **Photography:** Unauthorized photography of any exhibit or product is prohibited and will result in expulsion from the Show. Exhibitors and attendees are not allowed to bring photographic equipment on the exhibit floor during Show hours. Exhibitors may photograph their own exhibit/product prior to Show opening or after the Show closes. Only IHA, an approved photography company and credentialed news media will be allowed to photograph exhibits during Show hours. Please notify IHA or security immediately of any unauthorized photography.

Arrangements can be made to have your exhibit photographed during Show hours with the Official Show Photographer or if you choose to use another vendor, please complete the online **Exhibitor-Appointed Contractor (EAC) Request Form** at EACA's website at www.eaca.com. For more information on the Official Show Photographer go to tab 5.

When arriving on-site, Exhibitor-Appointed Contractors must obtain their vendor badge and photography ribbon from the Show Office, Level 4, Room N426ab, in the North Building.

P. **Children:** Children under the age of 18 are not allowed on the exhibit floor during move-in or move-out. Individuals under the age of 18 are allowed on the exhibit floor during Show hours only (excluding move-in/move-out days), provided that the guardian accepts full responsibility for the behavior and safety of the minor. Each child must be registered and must wear their badge when on the Show floor. No strollers will be allowed on the exhibit floor at any time.

Q. **Responsibility of Property:** IHA will provide perimeter guard service during the hours the exhibit area is closed; however, exhibitors are solely and fully responsible for their own exhibit material and should insure their exhibit against loss or damage from any cause whatsoever. All property of an exhibitor is understood to remain in their care, custody and control in transit to or from or within the confines of the exhibit hall.

Exhibitors are encouraged to hire booth security guards and should insure their property at their own cost and expense. Please refer to tab 7 for booth guard information.

Exhibitors desiring to insure their exhibit, merchandise and display materials against damage, theft, fire, etc. must do so at their own expense. IHA suggests that exhibitors contact their insurance brokers who can secure an exhibit rider policy which will provide all risk insurance covering exhibit property while absent from home premises for exhibition purposes.

Q. **Liability of Exhibits and Merchandise:** The exhibit space located in McCormick Place South and North Buildings and Lakeside Center and all common areas are leased to IHA by the Metropolitan Pier and Exposition Authority and this agreement is subject to all the terms of the lease from the Metropolitan Pier and Exposition Authority to IHA. Neither IHA nor Metropolitan Pier and Exposition Authority nor their respective agents or employees shall be liable to the exhibitor or any other person for any loss, damage or injury, whether to person or property, sustained by the exhibitor or any other person, whether or not the negligence of other conduct of IHA or the Metropolitan Pier and Exposition Authority or their respective agents or employees causes or contributes to such loss, damage or injury. The exhibitor agrees to defend, protect, indemnify and hold harmless the IHA and the Metropolitan Pier and Exposition Authority from all liability, loss, damage or expense, including reasonable attorneys' fees and from all claims for loss, damages or injury which may be incident to arise from or in any way connected with the exhibitor's use or occupation of exhibit space, whether or not the negligence or other conduct of IHA or the Metropolitan Pier and Exposition Authority or their respective agents or employees causes or contributes to such liability, loss, damage, expense or injury.

Exhibitors are liable for any damage to floors, walls or columns of the exhibit building. No cement or paste is to be used for fastening floor covering. Tape used to secure carpets, linoleum or tile should have a cloth rather than a paper binding to facilitate its complete removal from the floor. IHA will hold the exhibitor responsible for removal of all tape placed on the exhibit floor.

At the conclusion of the exhibition, building management will inspect the exhibit floor and meeting rooms. Any exhibitor not complying with the above regulations will be invoiced for labor required to clean the floor. Exhibitors should apprise their Exhibitor-Appointed Contractors of this fact.